



## Town of Selbyville

The Town of Selbyville, DE is looking for a qualified individual for the full-time position of Administrative Assistant. Benefits include health, dental and life insurance, State of Delaware Pension Plan and paid vacation and sick leave. Pay will be commensurate with education and experience.

Administrative Assistant duties and responsibilities include providing administrative support to the manager and other employees through a variety of tasks relating to finance, utility billing and collecting and permitting.

The applicant must have a high school diploma and work experience of at least 3 years in an administrative and/or financial position. In addition to these qualifications, applicants must possess a high level of ethics and integrity, excellent verbal and written communication skills, have the ability to communicate effectively with the public and to work well with all co-workers. Applicants must possess a high level of computer proficiency, including knowledge and experience with Microsoft Office software. Municipal experience preferred.

Copies of the job description are available upon request.

The successful applicant must pass a background check and a drug test.

The deadline for consideration is November 30, 2021. To apply, qualified applicants should mail a confidential cover letter, resume and three current letters of recommendation to:

Town of Selbyville  
PO Box 106  
Selbyville, DE 19975  
Attn: Stacey Long, Town Administrator  
OR  
By email to: [tmselbyville@mchsi.com](mailto:tmselbyville@mchsi.com)